To  
  
The Public Information Officer  
Name of the Public Authority   
Full Address  
Pin Code  
  
**Sub: Request for information under Section-6(1) of RTI Act**.  
  
Sir,  
  
Please supply me following information under Right to Information Act with respect to damage caused to below mentioned road.

**Details of road about which information is required:**

Road Name :   
Road Stretch: from ……… to ………… and/or any portion of road, inclusive of stretch of road from ……… to ………..  
Area / locality   
**Period of information: From …….. to ………   
  
Details of information sought:**

1. Name, current posting address and mobile number of Junior Engineer, Assistant Engineer under whom supervision of this works will take place.
2. Certified copy of approved list of Manufacturer’s /Supplier’s/Vendor’s specified in NIT.
3. Certified copy of all the invoice /Challan /Vouchers/Bills of the material procured for execution of these works.
4. Certified copy of MAS register.
5. Certified copy of completion certificate of the work. (If the work has been completed) or if the work has not been completed mention the reasons of delayed along with the actual date of completed of work.)
6. Certified copy of Abstract of cost of first and final bill.
7. Certified copy of Schedule of Quantity.
8. Measurement book. (If work has under execution, provide the MB for till Now.)

Application Fee of Rs….. is remitted by Challan and copy attached OR paste Court Fee Stamp OR I am attaching IPO for Rs.10/- payable to the Accounts Officer, …………. payable at ……….. towards RTI Application Fee.

Please send the information to my below address by Registered post.  
  
Yours faithfully,

Signature   
Name ………………   
Full Address ……………   
Pin Code ……………   
Date: